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NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



Fire District Governing Board Regular Meeting Minutes April 24, 2018

1. **Call to Order/Roll Call/Affirmation of Quorum**
Chairman Carter called the meeting to order at 6:01 p.m. Board Member Green is excused.

Present: George Carter, Chairman
Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Becky Hicks, Board Member

Absent: Peg Green, Board Member

2. **Salute to the Flag of the United States of America**
Chairman Carter led the Pledge of Allegiance to the Flag.

3. **Presentation of Service Awards**
No awards were presented at this time.

4. **Public Forum**
No members of the public requested to speak at this time.

5. **Consent Agenda**

MOVE TO APPROVE ITEMS A THROUGH K ON THE APRIL 2018, CONSENT AGENDA AS PRESENTED.

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- A. Approval of the Minutes of the March 27, 2018, Regular Governing Board Meeting and Executive Session

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- B. Adoption of Resolution No. 2018-018 Ordering the Cone Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 12878 N Viceroy Place (Parcel 219-33-1020) and is North of Moore Road and West of Thornydale Road in Marana, Pima County, Arizona

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Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- C. Adoption of Resolution No. 2018-019 Ordering the Cardinal Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at Parcel 216-02-008J and is South of Tangerine Road and East of Twin Peaks Blvd in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- D. Approval of the 2018-2020 Arizona State Forester's Cooperative Fire Rate Agreement

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- E. Adoption of Resolution No. 2018-021 Ordering the Mitchell/Ancil Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 3236 W. Moore Road (Parcel 219-32-007G) and is North of Moore Road and West of Teal Blue Trail in Pima County, Arizona

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- F. Adoption of Resolution No. 2018-022 Ordering the Dove Mountain Resort Lot 106 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 6369 W. Sunlit Bridge Place (Parcel 218-19-1110) and is North of Dove Mountain Blvd and West of Secret Springs Drive in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- G. Approval of the Data Sharing and Data Access Agreement between Biospatial and Northwest Fire District for Analysis of Public Health and Safety Events

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- H. Approval of Contract Services Between the Northwest Fire District and James Grasham for the Purpose of Grant Related Services

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

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- I. Approval of the Acceptance of an Arizona Department of Homeland Security Grant in the Amount of \$3,372 for Acquisition of Life Safety Rope

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- J. Approval of a Community Development Block Grant (CDBG) for the amount of \$20,093.00 for the Installation of Fire Hydrants

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- K. Approval of the Annual Update to the Current Community Risk Assessment (CRA) and Standards of Cover (SOC) for 2017

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

6. **Fire Chief's Report**

Reports are included in the packet; no further discussion took place.

7. **Financial Reports**

- A. Dave Gephart, Finance Director, stated monthly reports are included in the packet. The reports cover the period through February 28, 2018. He noted the District continues to trend ahead of past experiences on property tax collections. Mr. Gephart has completed some allocations from the General Fund into the Ambulance Fund. The Board will notice, on packet page 440, the Ambulance Fund is showing a negative fund balance. He commented there is nothing to worry about. He anticipates that will turn around as collections continue to come in through the rest of the fiscal year. He is available to answer questions.

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENTS REPORT AS PRESENTED.

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

B. **District Bond Report**

The report is included in the packet.

8. Business

A. Discussion and Possible Action Approving the Progress of the Development and Construction of Stations 337 and 341.

Deputy Chief Hughes stated costs for station 337 are down. Staff will continue to work on lowering station 341 costs. Chief Hughes reported staff attended a Dove Mountain HOA meeting where WSM was present. All were happy with the appearance of the station design. He noted the gallery fitness center is adjacent to the new station. Additionally, a sewer line was never run. He is looking to add about a 900 ft. trench. If the District can team up with Escalante Golf, costs will be cut in half.

John Price, from WSM Architects, presented the following station design information:

Station 337

- Crew of 7
- Entry View
- Light station with 3 bays
- Aerial View - proposed location
- Floor Plan
- Core Construction Summary

Station 341

- Entry View from Tangerine Road
- Aerial View - Looking North
- Medium station - 3 bays
- Crew of 9
- Floor Plan

A brief discussion followed regarding the entrance to station 337 and drainage at station 341. Jake with Core Construction provided an overview of each station. Core is looking at different ways to cut costs by eliminating a bay and looking into exterior finishes, materials, reducing the size and square footage, and lowering the height of the building. There is a long way to go, but they are looking at being very efficient in the construction.

Chief Hughes confirmed staff is looking into additional alternatives so modifications may be made in the future. In response to Vice Chairman Kaplan's question, Chief Hughes stated the tower will be staying at the existing 337 station. There will not be a tower at station 341. Chairman Carter requested staff keep the Board up to date as it relates to station 337 and growth. A brief discussion took place regarding communications.

MOVE TO APPROVE THE CONTINUED CONSTRUCTION DEVELOPMENT PROCESS FOR STATIONS 337 AND 341.

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously

B. Adoption of Resolution No. 2018-020 Approving and Authorizing the Execution of an Intergovernmental Agreement with the National EMS Information System Technical Assistance Center (hereinafter, "NEMSIS") in the Department of Pediatrics at the University of Utah School of Medicine, and the Northwest Fire District for EMS Data Sharing.

Deputy Chief Draper stated this is regarding the PECARN research database. Pediatric

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emergency applied research network is a multi-institute research into the prevention and management of acute illnesses and injuries in children. The University of Arizona has tapped into this project and partnered with our Medical Directors, Dr. Gaither and Dr. Spaite.

Chief Draper stated the District's electronic patient care reporting (ePCR) system, ImageTrend, has allowed the District to collect great data. It is time to share the data with other agencies. In response to Board Member Hicks' question, Chief Draper stated the type of data being collected, besides the PECARN, is bio-spacial for national preparedness, opiates and other clusters found. Chief Draper confirmed there would be publishing. He believes Northwest Fire will receive some type of recognition. The information being collected will not change. Information will be extracted and put into a database.

MOVE TO ADOPT RESOLUTION NO. 2018-020 APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE NATIONAL EMS INFORMATION SYSTEM TECHNICAL ASSISTANCE CENTER (HEREINAFTER, "NEMESIS") IN THE DEPARTMENT OF PEDIATRICS AT THE UNIVERSITY OF UTAH SCHOOL OF MEDICINE, AND THE NORTHWEST FIRE DISTRICT FOR EMS DATA SHARING.

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

C. **Discussion and Possible Action Approving the District's Application to the Arizona Department of Health Services (DHS) for a Basic Life Support (BLS) Certificate of Necessity (CON) for Ambulance Transportation.**

Assistant Chief Bradley stated this is an application for a BLS CON. A few years ago, the District applied and received its ALS CON. The District signed agreements of partnerships with surrounding agencies to provide ambulance backup transportation. As the District moves forward, there are a number of patients the District is unable to bill for those transports because Medicare codes them as a BLS patient. Without a BLS rate, the District is unable to charge, and the only way to charge is to get a BLS CON. That totals about 3% of the District's transports. Chief Bradley anticipates an increase in revenue of about \$109k-\$110k, annually. Obtaining this allows the District to be a better partner to other agencies. Currently, when we go out to help other agencies, the District is legally only allowed to transport ALS patients. From a cost recovery and revenue generation, this is a benefit to us. It also provides a critical backup to AMR.

Chief Bradley stated the application has been completed by James Vincent Group. Surrounding agencies are in support. He does not anticipate any agencies challenging the CON. He is available for questions. Melissa from the James Vincent Group is also available for questions.

Chairman Carter asked what resources will be used if the CON is challenged. Chief Bradley stated the District's CON attorney will be available to provide services as well as the James Vincent Group who would speak to the financial impact. Depending on who is contesting, it won't be nearly as exhaustive as what the ALS CON could have been. We were not contested for the ALS, but there were legal fees that came in around \$100k. He anticipates the expense being the same, but he does not anticipate it at this point.

A brief discussion took place regarding coding issues. Chief Bradley stated the District is in the process of interviewing billing agencies in which staff is teaming up with the James

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Vincent Group to assist in those interviews. The District will start billing for materials and supplies which has not been done previously. A brief discussion took place regarding the filing process.

MOVE TO APPROVE THE DISTRICT'S APPLICATION TO THE ARIZONA DEPARTMENT OF HEALTH SERVICES (DHS) FOR A BASIC LIFE SUPPORT (BLS) CERTIFICATE OF NECESSITY (CON) FOR AMBULANCE TRANSPORTATION.

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously

D. Discussion and Possible Action Approving the 1st Amended and Restated Emergency Ambulance Transportation Agreement with American Medical Response (AMR).

Assistant Chief Bradley stated this agreement is identical to what is currently in place. This is just an extension for three years. It is similar in nature to what was recently done with Avra Valley as a backup agreement. The agreement is a 6 year term and speaks to a lasting commitment to maintain a positive, productive, and effective relationship with AMR. Chief Bradley stated it speaks to the lack of intent to take the BLS CON and use it as a competitive advantage. No changes were made except the terms.

MOVE TO APPROVE THE 1ST AMENDED AND RESTATED EMERGENCY AMBULANCE TRANSPORTATION AGREEMENT WITH AMERICAN MEDICAL RESPONSE (AMR).

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

E. Discussion and Possible Action Approving the Recommendations of the Meet and Confer Process Between the Northwest Fire District and Northwest Fire Fighters Local 3572 for Fiscal Year 18/19.

President Schindler, President of Local 3572, and Sean Twilling, Vice President of Local 3572, are present. Chief Bradley reported the process was done differently this year. The goal was to sit down and get everyone on the same page and for everyone to see the same information. Once everyone comes to a common understanding, then staff can move forward. The points of common understanding are listed in the memo and cover everything across the organization. It was a collaborative process.

President Schindler agreed the process was different than in the past. Labor and management were able to discuss and learn from one another. He reported the process was quicker than years past. No-one was taking a hard stance. Everyone was very pleased with the process and how well management was working well with labor.

Chief Bradley stated there is a total of nine recommendations. Some are budget neutral, some created cost savings, and some created new increases to the budget. The budget provided tonight and last month, as a draft, has incorporated all of these changes. The budget next month will be a tentative budget. He commented this item does tie into the next item which is the MOU. The total fiscal impact is a cost increase of \$703,444. Staff is intending to have a tax rate impact of neutral.

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The Board and staff discussed the nine recommendations as presented. Chief Bradley stated the entire process took about four or five meetings and totaled approximately twenty-five to thirty hours. The Board commented on how much smoother the process appears and how well it has evolved. The Board showed their appreciation for the process improvements.

MOVE TO APPROVE THE MEET AND CONFER RECOMMENDATIONS BETWEEN THE NORTHWEST FIRE DISTRICT AND NORTHWEST FIREFIGHTERS LOCAL 3572 FOR FISCAL YEAR 18/19.

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

F. Discussion and Possible Action Approving the Memorandum of Understanding (MOU) Between the Northwest Fire District and Northwest Firefighters Local 3572 to Establish Wages, Hours, and Working Conditions for Fiscal Year 18/19.

Assistant Chief Bradley stated this item will memorialize everything previously discussed. It will be effective the next fiscal year. He noted there has not been substantive changes from last year's MOU.

MOVE TO APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE NORTHWEST FIRE DISTRICT AND NORTHWEST FIREFIGHTERS LOCAL 3572 TO ESTABLISH WAGES, HOURS, AND WORKING CONDITIONS FOR FISCAL YEAR 18/19

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

G. Discussion, Review, and Possible Action Approving Proposed Five-Year Capital Improvement Program (CIP) for Fiscal Years Ending June 30, 2019-June 30, 2023.

Dave Gephart stated this is an annual process. It is geared towards looking at the higher visibility of the capital projects that the District is looking to undertake in the upcoming fiscal years. The first year is the most important because it is the one that is most impactful.

The process starts with sending a request for these types of projects and allowing staff to provide feedback. A scoring committee is then put together to evaluate, prioritize, and score the projects. Then, it is pushed to the executive team for further evaluation. Labor was involved in the process this year. The document is then put together based on resources and what projects are scored the highest and are most important. The document is included in the packet. The total projects that were initially looked at were greater than \$2.5 million. Now, the total is a little over \$1.3 million. When adding the bond projects, the total is \$11.5 million. Twelve projects are included in the document. Mr. Gephart is available for questions. A brief discussion followed regarding the drainage issue at station 333. No further discussion took place.

MOVE TO APPROVE THE NORTHWEST FIRE DISTRICT CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE FISCAL YEARS ENDED JUNE 30, 2019-23, AS PRESENTED.

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Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

- H. **Overview, Discussion and Possible Action on Draft 2018-19 Baseline Budget Package and Secondary Assessed Values for Tax Year 2018-19; Possible General Fund and Capital Fund Additions to the Draft Baseline Budget; Any and All District Revenues and Expenses May Be Discussed and Acted Upon; the 2018-19 Budget Process May Also be Discussed; the Draft Budget's Potential Impact on the District Tax Rate May Also be Discussed; Advantages and Disadvantages of Any Budget Options May Also be Discussed; Proposed Timing of Capital Expenses May Also be Discussed.**

Dave Gephart, Finance Director, stated this budget is a draft. This allows the Board another opportunity to provide input and for him to answer any questions. Executive staff met this morning to discuss the support staffing issues and the prioritization of those positions. He anticipates more substantive changes as the next meeting. Right now, this budget is fairly close to what was presented at the last meeting. He is available for questions.

Vice Chairman asked why there isn't anything in the budget for the Ambulance Fund. Mr. Gephart responded and said he does an ambulance allocation when he presents the tentative budget. He has not done the allocation yet because he was waiting to see what the status of the BLS application was because that will directly impact revenue. Additionally, the District is also looking at different ambulance billing providers which will impact the cost structure of ambulance billing, collections, and revenue. He has been holding back to see status of those items. Mr. Gephart anticipates he will have that available when he brings the tentative budget to the Board.

Vice Chairman Kaplan asked why the CIP fund increased (see pg. 929). Mr. Gephart stated the District brought two Community Assistance Program (CAP) team members on full time. They were both part time. What the Board will see here is the doubling of the resource. They are now budgeted as full time. Chief Bradley added staff is in the process of working with Golder Ranch Fire District (GRFD) to secure funding since this is a regional model covered through the automatic aid system. Northwest is the only agency that provides a CAP resource. The District has a soft commitment from GRFD at this point to potentially fund one of those positions. Chief Bradley confirmed a District's CAP member will respond to a call that is just Golder Ranch's call. Similarly, the CAP team also responds to the Town of Marana. They are a valuable, regional asset. Mr. Gephart stated because GRFD has given a soft verbal commitment, the revenue has not been loaded into the budget before you this evening. No further discussion took place.

9. **Future Agenda Items**
No items were presented at this time.

10. **Adjournment**

MOVE TO ADJOURN THE MEETING AT 7:37 P.M.

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously

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Minutes approved by the Northwest Fire District Board at its May 22, 2018 Regular Governing Board meeting.

Becky Hicks, Board Clerk